



HUMAN RESOURCES/CIVIL SERVICE  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

(203) 797-4598  
FAX (203) 796-1611

**CITY OF DANBURY ANNOUNCES A PROMOTIONAL EXAMINATION  
FOR THE POSITION OF  
DETECTIVE POLICE OFFICER  
SALARY: \$64,532 - \$78,286 / Annually  
(as of July 1, 2014)**

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**LAST DATE FOR FILING APPLICATIONS**

Applications must be on file at the Human Resources/Civil Service Office, City Hall, 155 Deer Hill Avenue, Danbury, CT 06810:

**MONDAY, July 21 2014 NO EARLIER THAN 8:00 A.M., through  
MONDAY, August 11, 2014 - NO LATER THAN 6:00 P.M.**

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**RATING PROCEDURES:**

Applicants who meet the minimum requirements and other criteria established by the Civil Service Commission will be rated according to their merit and relative fitness to perform the duties of the position.

**EXAMINATION PROCESS:**

The Civil Service Commission will review all applications received. At the discretion of the Civil Service Commission, applicants admitted to the examination process may be limited to those applicants whose background and experience as stated on the application would indicate skills and qualifications of most immediate benefit to the department and the City of Danbury. The examination for this position will consist of the following parts:

<u>PARTS</u>	<u>WEIGHT</u>
WRITTEN EXAM	50%
ORAL EXAM	50%

Passing scores will be determined by the Civil Service Commission based on all reasonable and proper considerations. A candidate who is denied entrance to an examination, or who is notified of a failing grade on any portion of an examination, has the right to a review and/or appeal of that portion of the examination process. All appeals must be made in writing to the Civil Service Commission office within 10 days of the mailing of the notice of results of the examination. Employees applying for a promotion position are not required to undergo a physical exam.

**EXAMINATION DATES ARE AS FOLLOWS:**

**WRITTEN EXAM:** Wednesday, October 6, 2014  
Hatters Banquet Hall, 7 E Hayestown Rd, Danbury, Connecticut 06811

**ORAL EXAM:** Week of October 20, 2014 (by appointment)  
Human Resources Department 3<sup>rd</sup> Fl. City Hall

\*Please note: only those candidates with a passing score on the written exam will be eligible for the oral exam. All candidates will be notified of their score on the written exam in writing

**NOTE:** AS PER CIVIL SERVICE RULES AND REGULATIONS, IN ORDER TO QUALIFY FOR A PROMOTIONAL EXAM, CANDIDATES MUST HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY PERIOD IN THEIR CLASS.

**APPLICATIONS:** Applications may be obtained from the Human Resources-Civil Service Department, City Hall, 155 Deer Hill Avenue, Danbury, CT 06810 or at [www.danbury-ct.us](http://www.danbury-ct.us). Just click on Promotional Opportunities from the Employment Opportunities link.  
EEO/M/F/V

DETECTIVE POLICE OFFICER  
CITY OF DANBURY

GENERAL STATEMENT OF DUTIES:

A police officer promoted to the Detective Bureau and charged with the investigation of criminal cases, the detection and arrest of offenders, and the recovery of stolen property while working in cooperation with other law enforcement agencies and courts on the federal, state, and local levels.

DUTIES AND RESPONSIBILITIES:

- Investigation of criminal cases leading to the arrest of perpetrators;
- Participate in undercover operations;
- Acquire a thorough knowledge of the criminal code of law, search & seizure, interview and interrogation guidelines;
- Gather evidence applying the fundamental rules of evidence;
- Provide evidence and testimony in court;
- Acquire knowledge of the criminal classes, their habits, habitats and associates;
- Prepare reports in an efficient and intelligent manner;
- Promptly report information relative to suspicious persons or places, occurrences or circumstances bearing on any crime, which may help the department with the arrest of a perpetrator;
- As an officer take prompt and proper action when any law, ordinance or regulation is violated;
- Such other duties as may be assigned by the Bureau Commander.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Knowledge/Abilities/Skills:

Ability to acquire a through knowledge of the criminal code of law and actions that constitute a violation of the law; ability to interact effectively with diverse segments of the community; ability to prepare and present detailed investigative reports; certification per Sec. 7-294d of CGS must be current.

Experience and Training

Four (4) years of experience as a Police Officer in the uniformed division of the Danbury Police Department or three (3) years experience as a Police Officer in the uniformed division of the Danbury Police Department, plus an associate's degree in police science and administration or its equivalent thereof from an accredited institution.

Supervision Receives:

Works under the direct supervision of the Detective Bureau Commander.

(Revised 3/06/95)

# **Danbury Police Detective Written Examination**

## **Reading List 2014**

The written examination for Police Detective will contain 100 multiple-choice questions based on material contained in the following sources:

- Criminal Investigation: Basic Perspectives, Paul B. Weston and Charles A. Lushbaugh, 12<sup>th</sup> edition, Prentice-Hall, Inc., 2012.
- Connecticut Law Enforcement Officers' Field Manual, ("Red Book"). Looseleaf Law Publications, 2014
- The General Orders of the Danbury Police Department

CITY OF DANBURY  
CIVIL SERVICE COMMISSION

APPLICATION FOR PROMOTIONAL EXAMINATION

Position applying for: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_  
*Last**First**Middle Initial*

Address: \_\_\_\_\_  
*Street**City**State**Zip*

Telephone No.: (      ) \_\_\_\_\_

Phone # where you can be reached between 9:00am & 4:30pm: \_\_\_\_\_

Present Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Your official Date of Hire: \_\_\_\_\_

Duties of present position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any previous experience you believe is directly related to the promotional position you seek: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe any previous education and/or training you believe is directly related to the promotional position you seek: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date